

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Agency  
Number

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department for Children and Families		9. Position No. K0231170	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Deputy Director	
3. Division Legal			12. Proposed Class Title	
4. Section	For  Use  By  Personnel  Office	13. Allocation		
5. Unit Foster Care and Residential Facility Licensing		14. Effective Date		
6. Location (address where employee works)  City Topeka County SN		15. By	Approved	
7. (circle appropriate time) Full time 100% Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:		

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Denise Stevens	PSE	K0229627

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Decisions are made within the framework of established routine, policy, procedural and regulatory guidelines for work processes. Instructions are given verbally and in writing, but it is expected that the employee will provide leadership to supervised staff and utilize independent judgment to identify priority tasks and projects and to bring them to the attention of the Division Director.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1.35%	E	<p>Coordinates and functions as the content expert for initial and renewal licensing activities of the Division related to 24-hour seven day per week child care facilities. Performs liaison duties with Child Placing Agencies and Group Residential Facilities related to issues arising from the processing of licensing applications. Responsible to establish, evaluate and revise goals and objectives for operations to ensure surveys and initial licensure actions are conducted in a timely, efficient manner and in accordance with Division expectations, policies and procedures. Maintains regular contact with and supervises professional and administrative staff. Participates in hiring, coaching, and training of staff. Identifies training needs and plans to ensure staff have the required training necessary to carry out their jobs in accordance with DCF policy and procedure. Set and communicate expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable and reasonable. In conjunction with the Director and Personnel Services, addresses poor performance or behavior and addresses issues in a prompt manner according to personnel rules and regulations. Other duties as assigned.</p>
2.30%	E	<p>Provides guidance and training in regulatory and statutory interpretation, program application and policies and procedures to staff, child placing agencies and licensees. Promotes cooperation, communication and coordination within the Division, with licensees, other agencies and the public related to licensing resolution in 24-hour childcare facilities. Makes recommendations to the director for program improvement and implements program improvements.</p> <p>Researches, extracts and utilizes program data, reviews and evaluates programmatic outcomes to implement and improve program quality and effectiveness. Provides reports and technical assistance to the director of the program, agency partners and staff concerning program quality and effectiveness. Reviews and analyzes proposed legislations, agency testimony, recommends and proposes legislation to the director of the program.</p>
3.15%	E	<p>Participate in management meetings of the CPA and Residential Programs Section and the Early Care and Youth Programs Section to develop consistent policies and procedures for the Child Care Licensing Program.</p>

4.20%	E	Promotes and models quality customer service, team partnerships, and promotes positive leadership within and outside the agency and to the public. Other duties as assigned.
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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.

( X ) Plans, staffs, evaluates, and directs work of employees of a work unit.

( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
	Admin. Spec.	K0227929
	Admin. Spec.	K0227930
	Admin. Spec.	K0227950

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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☒ Major program failure, major property loss, or serious injury or incapacitation.
- ☐ Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Local, State, Federal Government Officials, Community contacts, Private Consultants, Owners, Operators, Legislature, and other DCF Program Staff.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

General working conditions – working under florescent lights, computer work eye strain, working under deadlines, working with demanding public and irate employees can cause stress. Sitting for long periods of time, and bending and stooping sometimes required for filing.

There are also hazards associated with having to ascend and descend stairs. The potential exists for normal travel hazards associated with automobile travel in the assigned Region.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer, phone, copier, fax and scanner

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

One year of experience in planning, organizing, and directing the work of a department, program, or agency. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

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Licenses, certificates and registrations

Valid Driver's License (must maintain valid driver's license throughout employment)

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date